
Application Deadline

- The application ***should*** be filed with the Town Clerk at least 45 days before the special event.
 - The application ***must*** be filed at least 30 days prior to the event.
 - A public hearing before the Liquor Licensing Hearing Officer will be held after a posting period (notice to the public) of 10 days.
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Application Fee

- \$75 per day, per location, if submitted 45 days or more prior to event.
 - \$100 per day, per location, if submitted 30 to 44 days prior to event.
 - Application fees are payable to the Town of Telluride, and are non-refundable.
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Submit Applications To Telluride Clerk's Department

Physical Address: Town Hall, 135 W Colorado Avenue

Mailing: PO Box 397
Telluride CO 81435

For More Information

Contact: Katherine Ouellette, Assistant Clerk

Phone: 970-728-2159

Email: kouellette@telluride-co.gov

Next Steps

- After the application is reviewed, a public hearing with the Telluride Liquor Licensing Authority will be scheduled.
- A notice of the date and time of the hearing, as well as the proposed event will be prepared by Town staff to post at the proposed premises.
- Applicant will post the notice and affirm the posting of the notice with the Town Clerk's Department.
- On the noticed hearing date, the Telluride Liquor Licensing Authority will meet to review applications and approve or deny the Special Event Liquor Permit.



Special Event Liquor Permits General Information



Special event liquor permits are issued by the Telluride Liquor Licensing Authority pursuant to Colorado Revised Statutes, Article 48, Title 12, to qualifying nonprofit entities wishing to sell (including asking for donations, or charging indirectly) or provide alcoholic beverages free of charge to the general public.

Special event permits are issued for a specific location, date and time and may not be transferred. Events at multiple locations require separate permits. Permits may not be issued within 500 feet of any public or parochial school when classes are scheduled. Permits and liquor warning signs must be posted during events. *A maximum of fifteen special event permits may be issued to an applicant in a calendar year.*

Qualifications

- The applicant must be incorporated as a nonprofit entity with the Colorado Secretary of State, OR
- The applicant must be a regularly chartered branch, lodge, or chapter of a national organization, OR
- The applicant must be a political candidate who has filed the necessary reports and statements with the Colorado Secretary of State.

General Requirements

- An Event Manager who has completed an approved alcohol service training class, (i.e. TIPS), within the last three years must be named and present at each venue during special event permitted hours.
 - TIPS training is provided by the Telluride Marshal's Department twice annually and is the preferred training.
 - TIPS online training is also available at <http://gettips.com/eTIPS.shtml>
- A plan must be in place to ensure that the following regulations are enforced:
 - Persons must be at least 21 to purchase, possess and consume alcohol beverages in Colorado.
 - No person under 18 may sell, serve, dispense or distribute alcoholic beverages.
 - A person between 18 and 20 may sell and dispense beer and wine when under the supervision of a person who is at least 21.
- Sandwiches and light snacks must be available any time liquor/beer is served. Full meals are not required. Food may be provided by a contractor or vendor.
- A single permit may be issued for an event hosted in multiple private homes located in the same neighborhood, provided the venues are posted, and an event manager is at each location.
- Alcohol cannot be stored without a Special Event Permit, and must be removed from the premises within 2 days of the permitted event.
- Storage of alcohol is permitted outside the designated event area if the area is not otherwise licensed, area is under control of the permittee, and for short-term storage only, with approval of the Liquor Licensing Authority.
- Purchase of alcohol beverages authorized by a permit may be purchased from a licensed wholesaler, brewpub, limited winery, vintner's restaurant, retail liquor store, or liquor-licensed drugstore.
- Alcohol may be donated by a wholesaler for hospitality or fundraising purposes, and by retailers.

Application

- All appropriate sections of the application must be completely filled out.
- If the applicant is a corporation an officer must sign the application.
- The following attachments must accompany the application:
- Proof of nonprofit status:
 - If the applicant is a corporation, a current Certificate of Good Standing from the Secretary of State, OR
 - If the applicant is a political candidate, copies of statements and reports filed with the Colorado Secretary of State
 - If the applicant is a branch, lodge or chapter of a national organization, a copy of the charter.
- Proof of property possession in the form of a lease, deed, lease assignment and/or written permission from the owners in the name of the applicant.
- An 8 ½" x 11" diagram of the requested permit area showing:
 - Perimeter of the premises, including dimensions, outlined in red.
 - Walls, entrances, exits, and if outside, landmarks, street names, etc.
 - Areas where food will be served, and where alcohol will be served.
 - Area where the alcohol will be secured before and after the event.
- Proof of completion of service training by Event Manager if not already on file.

Special Considerations for Events on Town Property



- In addition to a Special Event Liquor Permit, events on public property require a contract from the Parks & Recreation Department.
- A Special Event Liquor Permit hearing cannot be scheduled prior to receiving a copy of the contract, so early filing is recommended.
- Entities hosting events on public property are required to provide proof of liquor liability insurance coverage naming the Town of Telluride as an additional insured.
- For more information contact Parks & Recreation Director Stephanie Jaquet at 728-5359.